



STARS

Student Tracking and Reporting System

**Middle School and Education Campus
Scheduling Worksheet
eSIS v 11.1
Version 1**

**Updated on:
May 13, 2009**



Middle School/Education Campus Scheduling Worksheet

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Middle School/Education Campus Scheduling Worksheet

Overview

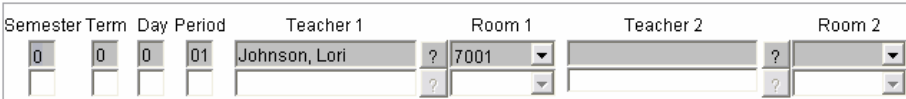
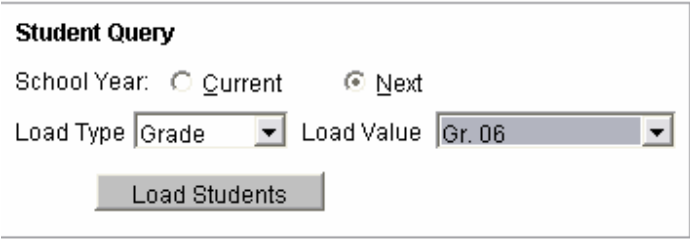
This worksheet supports the Middle and Educational Campus Scheduling Work Sessions for 2008. Using class lists, pre-scheduling information and knowledge of the constraints on scheduling, a school can ensure a sound structure for scheduling the 2008 school year. The agenda for the work session follows the numbered tasks listed below.

#	Task review	Your Settings	OK ?
1	Review School Setup for 2009 Review Semester, Term, Day, Period Are there any changes in the grade levels?	S T D P Grade Levels	
2	Review Courses for Next Year Course Maintenance for Next Year * If S T D P has changed, review courses for correct course lengths.	Folder 17 > Course Description Verification	
3	Review Homerooms Verify correct staff name with homeroom Verify process to change homeroom teachers.	School> Homeroom Maintenance	
4	Review Course Start Dates and Course Lengths and Start Dates Verify the course lengths for 2008 school year Verify Course Start Dates are correct.	School >School Information > More Info > Course Lengths and Start Dates & Course Start Dates	
5	Pre-Transition List Review this report. What is the projected enrollment for each grade level based on the pre transition list?	School >Pre- Transition > Pre- Transition List	
6	Grouping Students Are students grouped together by homeroom within a grade level? Do you have homeroom lists with you today? Do students in these homerooms attend all classes together during the day? If students are not grouped by homeroom, are they grouped by other criteria? Number each group in each grade level. Use the grade level	My Groups By Grade	



	followed by an ascending number. 61 Group one in the 6 th grade 62 Group two in the 6 th grade 71 Group one in the 7 th grade 72 Group two in the 7 th grade List numbering scheme for school's group in column to the right.		
9	Review the School Schedule and map out STDP for the course codes in each grade level. Do all grade levels have courses scheduled for each period? If your school has 2 semesters or 9 week courses, are all groups fully scheduled for the entire year? Write in the name of the teacher who is teaching the course. Review for any conflicts with groups.		
10	Does your current schedule meet your needs for the 2008 school year?		
11	Create Classes (Sections) for next school year. There are 3 Parts to this screen: a) Course b)Timetable c)Schedule a) Course <div><div>Course</div><div>Title</div><div>Short Name</div><div>E01</div><div>English 7</div><div>English 7</div></div> Use F7/F8 and (%) to search for a course This course was set up in Course Maintenance (Next Year). b) Timetable <div><div>Timetable</div><div><div>Sec Teacher</div><div>Room</div><div>Room Capacity</div><div>Min</div><div>Max</div><div>Sped Max</div><div>Add</div><div>Delete</div><div>Closed</div><div>Total</div><div>Male</div><div>Female</div><div>Sped</div><div>Reg</div><div>Start Date</div><div>Stop Date</div><div>Course Length</div><div>Gender Rest.</div><div>How Taken</div><div>No</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div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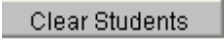

	<p>c) Schedule Schedule</p>  <p>Using the information in Step 9, enter the semester, term, day and period (STDP) of this class. *After entering the Schedule, the start date and stop date will appear in the timetable section.</p>	Schedule	
12	Enter all information for each section within this grade level.	Complete grades	
13	<p>Verify all sections created for this grade level. Use <i>REPORTS >Scheduling Reports (Group 17)</i> Enrollment Summary by Section for a printed report (select semester = ALL, year=2008) or to view all the sections: START screen >Query for any student Courses> Next Year > Period > F7 > enter section number > F8 Verify there is a section scheduled for each period for this group of students.</p>	Verify	
14	<p>Placing Students in Sections To schedule students into the created sections there are 2 methods: Class Transfer or Courses. Class Transfer allows you to work with large groups of students.</p> <p>a) Load Type = Grade Load Value = Select a grade</p>  <p>In this example, Grade 6 will load when 'Load Students' is clicked.</p>	School > Scheduling Utilities > Class Transfer > Next Year	



14

Simulate



	Use the  button when you are switching from one group of students to another.	Clear Students	
15	<p>Review work completed. Go to Main Start Screen > Query for any student > Courses > Next Year > Period > F7 > enter section number > F8.</p> <p>Compare the number of students in each section. The number of students should be the same for each section.</p> <p>If the numbers do not match, review the students who are in the section. Use School > Course Information > Course Section Maintenance > Query for Course, locate section and review the list of students. Use the Stude.. button to display student names.</p> 	Verify Students	
16	<p>Complete the entire grade and verify work using these reports found under Reports > Scheduling Reports (Group 17)</p> <p>Enrollment Summary by Section (Use Semester = All and correct year)</p> <p>Enrollment Summary by Teacher (look for workload issues)</p> <p>Four or Less Course Selections (shows students who are not scheduled) Use Number of courses > 0, Unscheduled, correct year.</p>	Print Reports	
17	<p>Printing Schedules for All Students</p> <p>Reports > General School Reporting (Group 10) > Student Timetable BV</p> <p>Before Year End Transition</p> <p>Use the most current Demographic Extract by going to Specify Extract Criteria > Clear Extract Criteria > Select Next Year > Run Extract.</p> <p>With the new extract, print Student Timetable (BV) for correct year (top right corner of screen), Semester (can be 1, 2 or All) , enter an appropriate Message for the schedule. Print.</p> <p>After Year End Transition</p> <p>Reports > DCPS Custom Reports (Group 00-A) > DCPS Student Schedule</p>	Print Schedules	



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18	Print individual student schedules using Main Start Screen > Query for Student > Click on Courses Button > Select Appropriate Year > Click on Timetable Button > Print Report Or the Print button on the Start screen.	Print Schedules	
19	Individual students may be scheduled by going to Main Start Screen > Query for Student > Click on Course Button > Select Appropriate Year <i>There are two ways to schedule an individual student:</i> <ol style="list-style-type: none">1. Enter course number and section number for class, simulate and Save.2. Click on Period Button > Query for section number of the group in which this student belongs.<ol style="list-style-type: none">a. Check the appropriate course in the Select column.b. Click on Select Checked.c. Simulated. Save	Schedule Individual Students	